

Memorandum

Date : March 23, 2004

To : Executive Staff
Regional Administrators, Institutions Division
Regional Parole Administrators
Regional Administrators, Health Care Services Division
Wardens
Health Care Managers

Subject : **HARD INTERNAL HIRING FREEZE LIFTED**

Effective immediately, the hard internal hiring freeze imposed on January 30, 2004, is lifted. The matrix identifying classifications and locations subject to the hard internal hiring freeze is no longer valid.

All appointments are now subject to the guidelines set forth in the December 18, 2003, memorandum titled "Internal Hiring Freeze." Therefore, **all appointments are to be made on a limited-term basis only**. Exceptions to this directive were outlined in the above mentioned memorandum. A revised listing of classifications exempt from the internal hiring freeze is attached.

For recruitment purposes and to resolve overages in the Correctional Sergeant classification, programs and institutions may hire Correctional Lieutenants on a permanent basis until May 7, 2004. After this date, Correctional Lieutenant appointments will revert to limited-term only. Job offers made and accepted prior to May 7, 2004, with an effective date after, will be honored. Programs and institutions should make these job offers in writing for audit purposes. In addition, the Correctional Training Facility and Salinas Valley State Prison are exempt from the internal hiring freeze for the Correctional Sergeant classification only. These institutions may hire Correctional Sergeants on a permanent basis without an approved Internal Hiring Freeze Request.

Please ensure this information is shared with appropriate staff immediately. If you have any questions or need additional information, please contact the DPST via e-mail at Placement.svcs@corr.ca.gov or (916) 327-9761.

Original Signed By:

FRANK E. RENWICK
Deputy Director
Administrative Services Division

Original Signed By:

WENDY STILL
Deputy Director
Financial Services Division

Attachment

cc: DPST
Institutional Personnel Officers
Personnel Liaisons